

## **Frequent Travelers vs. Infrequent Travelers**

Travel cards are for frequent travelers. Infrequent travelers are not eligible for a government travel card. The definition of Infrequent Traveler in accordance with ASA FM&C definition (see web site for ASA FM&C) is "travels 5 or less times per year". Therefore, to be a "Frequent traveler", the employee must travel 6 or more times per year. For travelers on extended TDYs you may interpret the definition of "Frequent traveler" as "travels more than ten weeks per year." The mere fact that the employee wishes to have a card or has one projected TDY trip is insufficient to justify getting a card. You are not authorized to waive this policy to get a card for employees simply because they wish to have a card as a backup for travel. Infrequent Travelers are authorized government cash advance for TDY travel. Government cash advances are sent via EFT to employee banking accounts. If they have not already done so, employees will also need to supply appropriate banking information in CEFMS in order for the UFC to transmit the advance via EFT. Please make sure all employees are properly informed of this requirement to avoid any last minute confusion for travelers needing cash advance.